

Ref: DPS Bulletin No. 95-02; FLSA, 29 C.F.R. § 791.2(a) and (b).

TIME RECORDING (Time Sheets)

Policy:

It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law and to comply with State and Federal minimum wage, overtime, recordkeeping, and other requirements. Because of the unique work schedules in this agency, an accurate time sheet is crucial to ensure the efficient use of the Agency's resources. This guideline is intended to provide information to all personnel, which will allow them to monitor time sheet completion in a professional manner.

Comment:

- (1) This guideline is regarding bi-weekly time sheets. Because time sheets are considered to be legal documents and are subject to auditing by Federal and State entities to ensure the efficient use of the Department's resources, and accurate time sheet is crucial. This guideline is intended to provide information to all personnel, which will allow them to monitor time sheet completion in a professional manner.
- (2) Time Sheets are to be submitted in appropriate time to allow for the supervisor/manager/payroll processor to review and sign for approval. Time sheets are to be delivered to Human Resources for processing no later than 12 Noon on the Monday of payroll processing weeks. Any deviation from this deadline must be approved by the Human Resources Director in advance.
- (3) Repeated late time sheet submission could result in disciplinary action.
- (4) The Department will follow all policies and requirements established in the Adjutant General's Department and/or State of Kansas in reference to leave and compensation.
- (5) Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed or by failing to subtract time from the time sheet when the employee was not present to work is a violation of this policy and subject to disciplinary actions up to and including dismissal and/or legal actions.
- (5) All employees are to adhere to the following procedure when completing and submitting time sheets:

Employee Responsibilities:

- (1) All time worked must be entered on the time sheet. Employees are prohibited to work without compensation.
- (2) Employees will not be compensated for time not worked, except as authorized under FLSA guidelines or State of Kansas/Adjutant General's Department policies.
- (3) Time sheets must be fully completed and submitted to their appropriate Supervisor/Manager/Time Keeper for final approval in a timely manner to allow for approval and submission by the appropriate deadline. Employees who do

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not turn in their time sheet completed by the deadline will not have their time sheet entered appropriately into the SHARP System and could result in a late or inaccurate payroll check. Partially completed sheets will only be compensated for the hours shown until the next pay period. If the employee is on annual leave it is his/her responsibility to fill out the time sheet prior to leaving. If the employee is on sick leave, the shift supervisor will complete the sheet in the employee's absence.

- (4) Doctor's slips, Military Orders, Jury Notices, Travel documents and other documentation must be submitted to properly document leave documented on time sheets.
- (5) When Military Leave is being used, a copy of the military orders need to be sent with each and every time sheet that is applicable.
- (6) Exempt employees must record all time worked, including non paid time, non worked time and any leave time used.

Supervisor Responsibilities:

It is the responsibility of the Supervisor to ensure that all time sheets are correctly completed and all documentation is forwarded to HR. Supervisors will approve each time sheet signifying their review and approval of all submitted hours or leave usage and documentation. It is the Supervisor's responsibility to ensure all time sheets are delivered to HR in accordance with this policy and by the specified deadline.

Designated Timekeeper Responsibilities:

It is the responsibility of the Designated Timekeeper or time sheet collection personnel to gather time sheets and the corresponding documentation and submit for approval according to the appropriate deadline.